



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 1/18/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JAN 21 1974	Date Completed JAN 28 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning and Programming Office of Public Transportation and Research Decatur, Georgia		4. Person to Contact Peter Ward	
		5. Working Title Chief Mass Transp.	6. Tel. No. 656-6000

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1972 - To Date

9. Exact Series Title

Mass Transportation Urban Area System File

10. What is the function of the office in which this record series is created

The Division of Planning and Programming is responsible for the development of long and short range transportation plans, project scheduling, research and development programs, drafting and revising maps of cities, counties, and the State, the collection of statistical data, and the compilation of traffic survey data. This includes highway systems, aviation and airport systems development, and mass transit.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

See Attachment #2

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers				5	10		
Legal-size File Drawers	5	10	Floor Space Occupied (Square Feet)	7			
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	25	25	--	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Has the Federal Government issued instructions governing retention/disposition of these files?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

24. REQUIREMENTS. The following requires the files to be kept 25 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ Other

then:

☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

See Attachment #2

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer M. Bradford Date 1/18/74

26. Recommendations in Paragraph 25 are:	State	Records	Committee	Head of Agency/Designee	Department of Audits/Designee	Secretary of State/Designee	Department of Law/Designee	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>1-23-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>1-23-74</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>1-24-74</u>

Attachment #1

Mass Transportation Urban Area System File
Explanation of Yes Answers to Questions 14-23

15. The technical and engineering data is published in project reports.
22. FHWA PPM 30-9 states that project planning files must be retained three years after FHWA final payment of the project.
23. The completion of a project may span several years.

Mass Transportation Urban Area System File

Description

Disposition

Mass Transportation Urban Area System File - Documents relating to the planning and development of mass transportation systems for urban areas. An urban area is defined as a city with a population equal to or greater than 25,000. Included are technical reports (maps, proposals, specifications, etc.) and related technical and engineering data. File is arranged alphabetically by urban area.

Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 1 year; retire to Archives.

Mass Transportation Urban Area System Correspondence File - Documents relating to the planning and development of mass transportation systems for urban areas. Included are maps, correspondence, and contracts. File is arranged alphabetically by urban area.

Cut off file upon completion of project; place file in inactive file; cut off inactive file at end of calendar year; hold in current files area 1 year; transfer to Record Center; hold 24 years; then destroy.